

CAPPS HR/Payroll — User Group Meeting Minutes

Tuesday, August 25, 2019

9–11 a.m.

(Webinar Only)

I. Welcome (Andrea Smith)

- This is a Webinar through Webex.
- User Group meeting materials will be posted on FMX.
 - To be added to the User Group distribution list, send an email to the CAPPS Governance and Communications Team at CAPPS.CGC.BA@cpa.texas.gov.

II. Production Update: HR/Payroll Support Requests (SRs) (Andrea Smith)

- **SR Summary and Trend Report**
 - The **CAPPS HR/Payroll Summary and Trend Report 08/25/20** document was reviewed.
 - In July, there were 830 active SRs with 148 in high priority status.
 - As shown on the Trend chart, there were 784 SRs opened and 674 closed in July.
 - There were 83 tickets opened recently for Fiscal Year End activity. Contributing to the tickets opened were those opened for 941 activity.
- **Governance Approved Enhancements**
 - The **CAPPS HR/Payroll Governance Approved SRs 08/25/20** document was reviewed. Updates since the last meeting are identified with an asterisk (*) and **bolded**.
- **Required Maintenance**
 - The **CAPPS HR/Payroll Required Maintenance 08/25/20** document was reviewed. Updates since the last meeting are identified with an asterisk (*) and **bolded**.

III. Project Update: CAPPS FY20 HR Payroll Agency Deployment Project Dashboard (Karl Thomason)

- The **CAPPS FY20 HR Payroll Agency Deployment Project Dashboard 08/25/20** document was reviewed.
- The project is green and on track.
- The ten agencies scheduled to deploy in FY20 were transitioned into a soft go-live phase as of August 10. The Code Move date was July 6. Full conversion will be completed on September 1.
- Key items in the next 30 days:
 - Finalize the Training activity
 - Continue to transition to production support activities
- At September's User Group meeting we will begin showing the FY21 Dashboard; seven agencies are scheduled for deployment next year.

IV. Discussion Topic: FYE/New Year Processing Update (Stacey Hassin)

- The checklist can be viewed in your agency's FYE Service Request (SR) ticket, which includes important dates and information. The checklist is also posted on FMX with July's User Group materials.

V. Discussion Topic: Emergency Leave Reporting (Adrienne Rogers)

- On September 26, 2020, Fiscal Management staff will load the leave data to the Emergency Leave Reporting web application on your behalf, based on the leave data captured in CAPPs.
- Agencies will need to review and validate the reported leave information before completing the certification statement.
- Prior to the upload of the Emergency Leave Data, we encourage you to run the TX_TL_SB73_EMERGENCY_LEAVE_RPT query between now and September 26 to reduce the level of effort that will be needed before you can certify in order to meet the October 1 deadline.
- For agencies that deployed on July 15, Emergency leave data recorded in USPS or provided during deployment for agencies not using USPS Leave Accounting was converted to CAPPs and will be included in the CAPPs query.
- The TX_TL_SB73_EMERGENCY_LEAVE_RPT query is updated to include the category for COVID-19 EMGCV TRC.
- Agencies and institutions must determine the appropriate staff to be granted access to the Emergency Leave Reporting application to complete the required reporting.
- Appropriate staff must request access to the application through their agency security coordinators. Security coordinators please note that the Emergency Leave Reporting application is listed in the Web Application section of the Security Request form.
- The FPP F.040 was published on FMX with further instructions.

VI. Discussion Topic: LOA Standards (Ruben Aguillon)

- There are standards CAPPs needs to meet for audit purposes when an agency submits a Letter of Authorization (LOA). One of those being CAPPs must receive a physical signature, or an original signature. CAPPs will also need appropriate supporting documentation, such as the screen display.
- More information and related forms can be found in the FPP M.009 on FMX.
- On the form there is an option for urgent and for regular submission. The urgent option is 8 hours of system processing time. The regular option is 24 hours of system processing time.
- You may submit the form through fax or through the Application Service Provider (ASP) process.

VII. Upcoming Meetings

- Tuesday, September 22, 2020
- Tuesday, October 27, 2020